



Policy: 2470
Procedure: 2470.01
Chapter: Fiscal Management Services
Rule: Use of State Vehicle

Effective: 02/28/07
Replaces: 2470.01
Dated: 07/10/01

Purpose:

The Arizona Department of Juvenile Corrections (ADJC) regulates the use of State vehicles and use of personal vehicles in the performance of official duties.

Rules:

1. **EMPLOYEES** shall use State vehicles for official business only. The transporting of any passengers other than employees and ADJC juveniles committed to the Department shall be to further the performance of State business and shall require documented supervisory approval.
 - a. Employees shall have documented supervisory approval to transport ADJC juveniles' families and the ADJC juveniles' victims.
2. Only **PAID STATE EMPLOYEES** shall operate state-owned vehicles. **NON-PAID EMPLOYEES** (e.g. volunteers, interns, etc.) may operate state-owned vehicles with the written authorization of the Director.
 - a. **ALL DRIVERS** shall meet the following criteria to operate a state-owned vehicle or to operate a personal vehicle on state business:
 - i. Possess a current, valid Arizona Driver's License (ADL);
 - ii. Have an appropriate driver's license classification for the vehicle;
 - iii. Documented completion of ADOA defensive driving course;
 - iv. Documented completion of ADOA Van Safety Program if authorized to operate a van (8 or more passengers);
 - v. Documented completion of Commercial Driver's License (CDL) or other "special use" vehicle training; and
 - vi. Copy of current Arizona Automobile Insurance card verifying personal automobile insurance coverage.
3. **ALL EMPLOYEES NEEDING TO OPERATE A STATE-OWNED VEHICLE** shall complete and file an ADJC Form 2470.01A State Vehicle Use Agreement with their assigned vehicle dispatcher and show visible proof of an ADL and Arizona Department of Administration (ADOA) defensive driver training or equivalent training.
4. The **FLEET MANAGER AND SUPERVISOR/HIRING AUTHORITY** shall review an employee's/applicant's driving history with the aid of the Inspections and Investigations Division (IID) to determine whether the employee/applicant may or may not drive on state business.
5. **DRIVERS** shall observe all rules contained in Form 2470.01A, in addition to all applicable local, state, and federal laws, at all times when operating a state-owned vehicle. **DRIVERS, INCLUDING DRIVERS OF STATE-ISSUED EMERGENCY VEHICLES, shall not exceed the posted speed limit.**
6. The **DIRECTOR** shall approve the issuance of all emergency vehicles. **DRIVERS** shall not use the emergency lights without authorization.
7. The **FLEET MANAGER OR DESIGNEE** shall ensure that all State vehicles meet or exceed all ADOA motor pool maintenance and record requirements.

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8. **PAROLE SUPERVISORS** shall ensure that all parole offices shall be equipped with a child safety seat and a booster seat for the transportation of parolees and their families. The **PAROLE OFFICER OR PAROLE SUPERVISOR** shall ensure that the following safety precautions are enforced:
 - a. Children, 12 years old and under, shall ride buckled up in a rear seat in the outboard seat area, if possible;
 - b. Infants in rear-facing child safety seats (designed for children up to one year or 20 pounds) should NEVER ride in the front seat of a vehicle with a passenger-side air bag;
 - c. Children (under the age of five) should be secured in the rear seat in child safety or booster seat in accordance to [ARS §28-907](#).
9. All **DRIVERS** shall ensure that the state-owned vehicle they are using has:
 - a. An informational packet placed in the glove box at all times. The packet shall include:
 - i. Accident report form;
 - ii. Copy of Arizona Administrative Code (AAC) R2-15-201 and R2-15-203 (Form 2470.01D) pertaining to vehicle use; and
 - iii. Arizona Department of Transportation's (ADOT) Equipment Services Blue Pamphlet.
 - b. The following emergency equipment located in the trunk of the state vehicle:
 - i. First Aid kit;
 - ii. Fire extinguisher; and
 - iii. Emergency triangles.
10. Accident reporting:
 - a. The **EMPLOYEE** shall report an ADJC vehicle accident to the police at the time of the accident and shall make a written report to the Central Office (CO) ADJC Fleet Manager within 24 hours of the accident using the automobile loss report form contained in the accident reporting packet.
 - b. The employee shall also fill out an Incident Report or Administrative Incident Report in accordance to Procedure 1190.01 Incident Reporting or Procedure 1190.04 Administrative Incident Reporting;
 - c. If the employee is incapacitated, the **EMPLOYEE'S SUPERVISOR** shall make the reports.
 - d. The **EMPLOYEE AND/OR THE EMPLOYEE'S SUPERVISOR** shall sign the automobile loss report and give it to the CO ADJC Fleet Manager and the ADJC Loss Prevention Coordinator within 24 hours after the accident;
 - e. If another driver is involved, the **EMPLOYEE** shall request that the other driver fill out the witness information card located in the accident reporting packet. The **VEHICLE OPERATOR** shall obtain the name and telephone number of any witness;
 - f. The **EMPLOYEE** shall complete and submit all forms to the CO ADJC Fleet Manager within 24 hours; and
 - g. After review, the **CO ADJC FLEET MANAGER** shall submit all forms to the respective authorities within the time lines set by the Arizona Administrative Code.
11. The **VEHICLE OPERATOR** shall turn in all fuel receipts to the assigned vehicle dispatcher with the keys. For **EMPLOYEES WHO ARE REGULARLY ASSIGNED A VEHICLE, THEY** shall turn in the completed mileage ticket monthly along with fuel receipts to the designated vehicle dispatcher or designee.
 - a. **ALL CENTRAL OFFICE VEHICLE OPERATORS** shall turn all receipts into the Central Office ADJC Fleet Manager no later than the last working day of each month; and
 - b. Upon review, the **ADJC FLEET MANAGER** shall forward the fuel slips monthly to ADOA Fleet Management.
12. The **SECURE FACILITY'S RANKING SECURITY SUPERVISOR OR A DESIGNATED ADMINISTRATOR** shall be responsible for vehicles assigned to a secure facility, Central Office, and Parole Offices. The **SECURE FACILITY'S RANKING SECURITY SUPERVISOR OR**

DESIGNATED ADMINISTRATOR shall appoint a facility vehicle dispatcher. The **FACILITY VEHICLE DISPATCHER** shall:

- a. Assign vehicles to requesting employees on a first-come, first-serve basis unless an employee has reserved a vehicle on a prior date;
 - i. **FACILITY VEHICLE DISPATCHER** shall note assignments in a calendar book;
 - ii. **FACILITY VEHICLE DISPATCHER OR REQUESTING EMPLOYEE** shall conduct all rescheduling of vehicles within a reasonable time.
 - b. Ensure that the employee requesting a vehicle has completed Form 2470.01A, "Vehicle Use Agreement", prior to driving any vehicle and that all information on the form is accurate;
 - c. Ensure that any vehicle operator has a current, valid Arizona Driver's License and that the operator is aware of vehicle operation rules and regulations;
 - d. Ensure that each vehicle operator has a current valid Defensive Driving and/or "Van Dynamics" card;
 - e. Maintain a three-ring binder notebook with a copy of each driver's:
 - i. Completed Form 2470.01A Vehicle Use Agreement;
 - ii. Current driver's license; and
 - iii. Current valid current valid Defensive Driving and/or "Van Dynamics" card.
 - f. Give the employee Form 2470.01B Pre-drive Inspection Report to complete prior to leaving the facility grounds. The **EMPLOYEE** shall report immediately any damage or repairs needed on the assigned vehicle; and
 - g. Give the employee a vehicle folder with the assigned credit card and the vehicle keys. The **EMPLOYEE** shall:
 - i. Return all above items immediately upon returning from his/her trip;
 - ii. Ensure that the vehicle has at least 2/3 tank of fuel on return;
 - iii. Ensure vehicle windshields are clean for the next driver;
 - iv. Maintain cleanliness of the inside of any state vehicle. Make every effort reasonable effort to keep the exterior of the state vehicle as clean as possible.
 - (1) Never sign out a vehicle that is dirty inside and or outside without bringing it to the attention of the people who gave you the car and entering this fact on the vehicle paperwork; and
 - v. Ensure that Central Office vehicles are parked at Wesley Bolin Plaza.
13. The **SECURITY SUPERVISOR OR DESIGNEE** shall:
- a. Inspect weekly the assigned vehicles for cleanliness, damage, and obvious problems; and
 - b. Ensure regular preventive maintenance checks and repairs are done as scheduled and as required.
14. The **DIRECTOR** shall approve/disapprove an assignment of "Domicile to Duty Travel" (domicile) vehicles to select ADJC employees. "Domicile-to-Duty Travel" means that travel which is done between a vehicle operator's residence and work site. **EACH PERSON ASSIGNED A DOMICILE VEHICLE** shall:
- a. Complete and turn in Form 2470.01C Monthly Use of Duty Post/Domicile State Vehicle to the Central Office ADJC Fleet Manager via email or interagency mail.
 - i. The ADJC Fleet Manager shall forward the form to the Human Resources Central Office Liaison;
 - b. Have completed Form 2470.01A;
 - c. Have a current Arizona Driver's License and ADOA defensive driving vehicle or van card;
 - d. Immediately report to ADJC Fleet Manager, or designee, damage and obvious problems; and
 - e. Be aware of the State's liability coverage of the assigned vehicle, AAC R2-10-107A.
15. The **ADJC FLEET MANAGER** shall be responsible for domicile and taxi-assigned vehicles. On a quarterly basis, s/he shall update the current domicile vehicle list and submit it into the

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Director's Office and audit the vehicle dispatchers' employees' information binders. S/he shall appoint vehicle dispatchers to do the following:

- a. Document monthly mileage and gas receipts;
- b. Weekly inspect the assigned vehicles for cleanliness, damage, and obvious problems; and
- c. Ensure that the vehicles receive all required preventative maintenance and repairs.
 - i. **ADJC FLEET MANAGER OR DESIGNEE** shall manage these appointments.

16. **ONLY PAID STATE EMPLOYEES** shall operate state-owned vehicles. **PRIVATE CONTRACTORS** are not authorized for state vehicle privileges. **VOLUNTEERS OR INTERNS** may operate state-owned vehicles with written authorization from the Director:

- a. The Office Supervisor, Volunteer Coordinator, or Intern Administrator shall do the following:
 - i. Write a memo to the Director delineating the purpose of the request;
 - ii. Ensure the intern or volunteer has:
 - (1) A valid Arizona Driver's License;
 - (2) A background clearance; and
 - (3) A signed ADJC Form 2470.01A State Vehicle Use Agreement before being allowed to drive; and
 - (4) A current, valid ADOA defensive driving vehicle and/or van card.
 - iii. **Advise the driver of the State's Liability, AAC R2-10-107A;** and
 - iv. Keep a record of the intern or volunteer's:
 - (1) Valid Arizona Driver's License;
 - (2) ADJC State Vehicle Use Agreement Form;
 - (3) Current, valid ADOA defensive driving vehicle and/or van card; and
 - (4) Approved written authorization of the Director.

17. Semi-annually, all **VEHICLE DISPATCHERS** shall provide the ADJC Fleet Manager with an updated list of names, birth dates, and Arizona Drivers License numbers of all the people driving state vehicles within the preceding six months. The **ADJC FLEET MANAGER** shall provide the consolidated list to the IID Background Investigator.

18. The **ADJC FLEET MANAGER** shall initially, semi-annually, and/or as needed:

- a. Check on the driving histories of regular drivers of state vehicles;
- b. Ascertain that each driver has a current Arizona Driver's License.

19. The **ADJC FLEET MANAGER, ADMINISTRATOR, ASSISTANT DIRECTOR, AND LOSS PREVENTION COORDINATOR** shall review each vehicle operator's driving history which is provided by IID Background Investigator to determine whether the person may drive on Department business. **THIS COMMITTEE** shall disseminate the resulting information to the appropriate Leadership Team member, Administrator, Supervisor, and Vehicle Dispatcher.

- a. The **COMMITTEE** may consider the following ADJC's guidelines for a negative determination:
 - i. Conviction for Driving Under the Influence (DUI) or reckless driving violation on personal time or state time;
 - ii. Three moving convictions in the past five years;
 - iii. Has had three preventable accidents in the past five years;
 - iv. Has had a combination of any three moving violations or three preventable accidents in the past five years; and
 - v. Restriction(s) other than corrective lenses on his/her driver's license.
- b. The **COMMITTEE** shall:
 - i. Review all accident reports with state vehicles;
 - ii. Categorize the accidents:
 - (1) Class A – Non-injury accidents involving State vehicles or State property only and less than \$2,000 combined total property damage;

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- (2) Class B – Accidents resulting in injuries that are evident or claimed, but are not incapacitating, or are less than \$200 combined total property damage;
 - (3) Class C – Accidents resulting in incapacitating injuries or a combined total property damage of \$2000 or more.
 - (a) For the purposes of this procedure incapacitating injuries are those injuries that require hospital admission.
 - (4) Prior offenses of any classification can be used to aggravate the sanctions of a current accident.
 - (a) Example: An employee has a current first offense Class B accident, but has had a prior Class A. The previous Class A accident can aggravate the “first offense” sanction of the Class B.
 - iii. Consider the degree and nature to which an employee may have contributed to the accident; and
 - iv. Make disciplinary recommendations.
 - (1) Sanctions against an employee shall be on the basis of the employee’s contribution to the accident. Also considered, as aggravating or mitigating circumstances will be the actions of other drivers, emergency responses, negligence, driving history, etc.
20. **ANY PERSON WHO HAS MULTIPLE MOVING VIOLATIONS ACCORDING TO THE ABOVE GUIDELINES, HAS DUI’S, HAS BEEN CHARGED WITH RECKLESS DRIVING, OR HAS BEEN INVOLVED IN AN AVOIDABLE ACCIDENT** shall attend an appropriate ADOA Risk Management Driver’s Awareness Program. Failure to do so shall result in loss of approval to operate a motor vehicle on Departmental business.
21. **EMPLOYEES** may use leased vehicles from the ADOA Motor Pool. **ADJC FLEET MANAGER** shall coordinate this with ADOA Fleet Motor Pool. **ADJC FISCAL MANAGEMENT SERVICES** shall ensure the charges from a leased vehicle are expended from the employee’s cost center budget.
22. **EMPLOYEES** may use loaner vehicles from the ADOA Motor Pool during maintenance and repair of their normally assigned vehicle. The **EMPLOYEE** shall coordinate this usage with the Arizona Department of Transportation (ADOT) with an approved purchase order. **ADJC FISCAL MANAGEMENT SERVICES** shall ensure the charges from a leased vehicle are expended from the employee’s cost center budget.
23. With prior supervisory approval, **EMPLOYEES** may use privately-owned vehicles on official business if no appropriate state vehicle is available. **ADJC** shall provide reimbursement to employees and volunteers at a rate determined by the ADOA for use of their privately-owned vehicles. If a privately-owned vehicle is used on Department business, the **EMPLOYEE** shall have the appropriate insurance coverage. Please refer to AAC R2-10-107A, ARS §§41-621, 28-4009, and 28-4033.

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02/28/2007	John Dempsey		